

Assistant Director for Office of Operations

16 December 1946

Advisor for Management, ICAPS

Table of Organization, Washington Document Center

1. The attached memorandum from the <sup>Washington</sup> Document Center is transmitted to you for your recommendations as to appropriate action at this time to maintain the Document Center at operating efficiency.

2. Inasmuch as it is actually a going concern, it cannot be given first priority in the development of its final organizational structure and personnel requirements. However, any emergency needs, such as providing means for hiring as civilians the military personnel who will terminate their active service in the reasonably near future can be taken care of temporarily, pending later establishment of an approved organization.

3. Request that any such emergency requirements be submitted on a priority basis, indicating names of individuals, dates of termination of military service, positions for which desired, indication of relative importance of position within the organization, and recommended grade as a civilian.

Colonel, AGO

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Incl. Memo dtd 4 Dec 46  
fr Deputy Head, DDC

**ICAPS**

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR OPERATIONS:

Subject: Policies - Washington Document Center

1. This memorandum supersedes memorandum, same subject, to Assistant Director, Reports and Estimates, dated 21 November 1946, which should be destroyed.

2. The following policies affecting the Washington Document Center are announced:

a. No Allied Force personnel will be assigned to the Washington Document Center.

b. All commitments heretofore made by the departmental agencies concerning Allied Force personnel at the Washington Document Center are considered abrogated on the date of transfer of the Center to the Central Intelligence Group, 1 December 1946.

c. The Senior Officer of the British Commonwealth personnel (less Canadian personnel) with the Washington Document Center on 30 November 1946 is designated as Liaison Officer, Armed Forces of the British Commonwealth (less Canada), to the Washington Document Center.

d. The Senior Officer of the Canadian Armed Forces personnel with the Washington Document Center on 30 November 1946 is designated as Liaison Officer, Canadian Armed Forces to the Washington Document Center.

e. Liaison officers designated above will be permitted to engage in such liaison activities with the Washington Document Center as arranged by the Chief thereof, under your direction, and subject to the review and approval of the Security Branch, OCD.

f. Liaison Officers designated above may retain such reasonable number of assistants as may be agreed to by your office, through the Chief of the Washington Document Center. They will be responsible for such personnel whom they retain as assistants.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[Redacted Signature]

Colonel, GSC

Assistant Executive Director

cc: ORR, OCD, EX. P&A

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Approved For Release 2003/04/22 : CIA-RDP80R01731R003400120024-0

OFFICE OF COLLECTION AND DISSEMINATION

REQUIREMENTS BRANCH NO. 3

12 December 1970

**SUBJECT: Requirements and Controls Relating to Dissemination of Washington Document Center Material**

**1. The Problem:**

a. The Office of Operations (Mr. George G. Carey, Deputy Assistant Director) has requested the assistance of OCB on two problems encountered by the Office of Operations in taking over the Washington Document Center. These problems are:


- (1) What procedures should be followed to assure proper downgrading (or, if possible, to prevent over-classification initially), of documents which should be distributed to the Department of Commerce and other non-military agencies.
- (2) What channels and procedures should be followed by agencies which wish to request documents from the Washington Document Center.

b. These problems are related directly to the functions of the Control Division and Survey Division, respectively, of the Requirements Branch.

**2. Directive:**

a. The Requirements Branch will conduct a survey to determine the full scope of the problems and what CIG action is required. The development of appropriate procedures will be discussed informally with the Office of Operations, and where appropriate with the Security and Dissemination Branches of OCB, during the survey.

b. At the conclusion of the survey, a report will be submitted to this office, with recommendations for action to be taken.

  
Assistant Director for  
Collection and Dissemination

**DISTRIBUTION:**

For action: Requirements Br.  
For info : Office of Operations  
Security Branch  
Dissemination Branch  
Collection Branch  
OCB subject file  
OCB control file  
SF: 22 December

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